

# PHA Plans

Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## **PHA Plan Agency Identification**

**PHA Name:** Public Housing Authority of Butte

**PHA Number:** MT003

**PHA Fiscal Year Beginning: (mm/yyyy)** 07/2001

### **Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

### **Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)





**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

**Streamlined Plan:**

- ☒ **High Performing PHA**  
☐ **Small Agency (<250 Public Housing Units)**  
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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### Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### Required Attachments:

- ☒ C Admissions Policy for Deconcentration
- ☒ A FY 2001 Capital Fund Program Annual Statement and P&E Reports
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- ☒ D PHA Management Organizational Chart
- ☒ B FY 2001 Capital Fund Program 5 Year Action Plan
- ☒ E Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ K Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)
  - F Community Service Policy
  - G Pet Policy
  - H 5-Year Plan Mission and Goals Progress Report
  - I Resident Membership of the PHA Governing Board
  - J Membership of the Resident Advisory Board
  - L Resident Survey Follow-up Plan

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is	Annual Plan:

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>
---



Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2500	4	4	4	3	3	3
Income >30% but <=50% of AMI	2500	3	3	3	3	3	3
Income >50% but <80% of AMI	2500	3	3	3	3	3	3
Elderly	700	4	4	3	3	3	3
Families with Disabilities	N/A	4	4	3	4	3	3
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- ☒ Other sources: (list and indicate year of information)  
Montana Housing Condition Study 1999  
Economic and Demographic Analysis of Montana 2000

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

### Housing Needs of Families on the Waiting List

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	59		151
Extremely low income <=30% AMI	57	97%	
Very low income (>30% but <=50% AMI)	2	3%	
Low income (>50% but <80% AMI)	0	0	
Families with children	23	39%	
Elderly families	4	6%	
Families with Disabilities	13	22%	
Race/ethnicity White	54	92%	
Race/ethnicity African American	0	0	
Race/ethnicity American Indian	3	5%	
Race/ethnicity Hispanic	2	3%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	32	54%	62
2 BR	23	39%	66
3 BR	3	5%	23
4 BR	1	2%	0
5 BR	0	0	0
5+ BR	0	0	0

Housing Needs of Families on the Waiting List
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☐ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing

- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☒ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☒ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available

- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☐ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	\$578,509	
b) Public Housing Capital Fund	\$613,867	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$38,376	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$87,466	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
PH Comp Grant	\$233,392	PHA Capital Improvements
PH Capital Fund	\$576,872	PHA Capital Improvements
PHDEP Grants	\$120,876	PHA Safety and Security
<b>3. Public Housing Dwelling Rental Income</b>	\$560,790	PHA Operations
<b>4. Other income (list below)</b>		
<b>Maintenance and non-dwelling rental</b>	\$12,030	PHA Operations
<b>4. Non-federal sources (list below)</b>		
<b>Investment Income</b>	\$29,280	PHA Operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>Total resources</b>	\$2,8514,458	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe)at time of application
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☒ Other (describe)credit report
- c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- ☒ Community-wide list
- ☐ Sub-jurisdictional lists

- ☐ Site-based waiting lists  
☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office  
☐ PHA development site management office  
☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office  
☐ All PHA development management offices  
☐ Management offices at developments with site-based waiting lists  
☐ At the development to which they would like to apply  
☐ Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One  
☐ Two  
☒ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:



- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies  
☐ Overhoused  
☐ Underhoused  
☒ Medical justification  
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)  
☐ Resident choice: (state circumstances below)  
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☐ Victims of domestic violence  
☒ Substandard housing  
☒ Homelessness  
☒ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability  
☐ Veterans and veterans' families  
☐ Residents who live and/or work in the jurisdiction  
☐ Those enrolled currently in educational, training, or upward mobility programs  
☐ Households that contribute to meeting income goals (broad range of incomes)  
☐ Households that contribute to meeting income requirements (targeting)  
☐ Those previously enrolled in educational, training, or upward mobility programs  
☐ Victims of reprisals or hate crimes  
☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

## 2 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

## **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA’s Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

#### **(6) Deconcentration and Income Mixing**

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site based waiting lists  
If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts  
☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts  
☐ List (any applicable) developments below:

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation  
☐ Criminal and drug-related activity, more extensively than required by law or regulation  
☐ More general screening than criminal and drug-related activity (list factors below)  
☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug-related activity  
☐ Other (describe below)

### **(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None  
☐ Federal public housing

- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office
- ☐ Other (list below)

### **(3) Search Time**

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Extensions are granted when clients can demonstrate that they have searched for a unit but have been unable to rent a unit.

### **(4) Admissions Preferences**

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☒ Substandard housing
- ☒ Homelessness
- ☒ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families

- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

## 2 Date and Time

### Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

### Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD

☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
- ☐ Other (list below)

### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

#### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member  
☐ For increases in earned income  
☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- ☐ For household heads  
☐ For other family members  
☐ For transportation expenses  
☒ For the non-reimbursed medical expenses of non-disabled or non-elderly families  
☐ Other (describe below)



e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)  
(select one)

- ☐ Yes for all developments  
☐ Yes but only for some developments  
☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments  
☐ For all general occupancy developments (not elderly or disabled or elderly only)  
☐ For specified general occupancy developments  
☐ For certain parts of developments; e.g., the high-rise portion  
☐ For certain size units; e.g., larger bedroom sizes  
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study  
☐ Fair market rents (FMR)  
☐ 95<sup>th</sup> percentile rents  
☐ 75 percent of operating costs  
☐ 100 percent of operating costs for general occupancy (family) developments  
☐ Operating costs plus debt service  
☐ The "rental value" of the unit  
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never  
☐ At family option  
☒ Any time the family experiences an income increase  
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_  
☐ Other (list below)

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month

disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☒ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket

- ☐ To increase housing options for families  
☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually  
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families  
☒ Rent burdens of assisted families  
☐ Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.  
☐ A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	341	170
Section 8 Vouchers	11	2
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	341	170
Other Federal Programs(list individually)		
FSS	12	1

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)

Procurement  
Maintenance  
Investment  
Personnel  
Disposition  
General Operating  
Union Agreement

- (2) Section 8 Management: (list below)

Section 8 Administrative Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- ☒ PHA main administrative office
  - ☐ PHA development management offices
  - ☐ Other (list below)

### **B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- ☒ PHA main administrative office
  - ☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables

provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) mt003a01.xls

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

## **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) mt003a01.xls

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

☐ Revitalization Plan under development

- ☐ Revitalization Plan submitted, pending approval  
☐ Revitalization Plan approved  
☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>

5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: Rosalie Manor
1b. Development (project) number: MT003-002
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (09/13/2000)



5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 66 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)

<input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

<b>B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937</b>
---

<b>C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937</b>
---

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description</b> (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

### 2. Program Description:

#### a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants

- ☐ 26 - 50 participants
- ☐ 51 to 100 participants
- ☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies

- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☒ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	12	12 (as of 12/31/00)
Section 8	0	0

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - ☒ Informing residents of new policy on admission and reexamination
  - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
  - ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
  - ☐ Other: (list below)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
--

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
  - ☒ Residents fearful for their safety and/or the safety of their children
  - ☐ Observed lower-level crime, vandalism and/or graffiti
  - ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime

☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

Silver Bow Homes

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

**Silver Bow Homes**

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases

- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)
2. Which developments are most affected? (list below)

#### **D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: PHDEPMT003v02)

### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

### **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]



Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☒ Comprehensive stock assessment
- ☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☒ Attached at Attachment (File name) Attachment K
- ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☒ The PHA changed portions of the PHA Plan in response to comments
- List changes below:
1. changed Section 13 (A) to indicate that need for safety and security were due to the perception of crime in public housing rather than actual crime
  2. changed Section 4 (A) (1d) to include income exclusion for the non-reimbursed medical expenses of non-disabled and non-elderly families
  3. changed the PHDEP plan to include suggestions from the residents
- ☐ Other: (list below)

## **B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### **3. Description of Resident Election Process**

#### **a. Nomination of candidates for place on the ballot: (select all that apply)**

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

#### **b. Eligible candidates: (select one)**

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

#### **c. Eligible voters: (select all that apply)**

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

## **C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)  
State of Montana
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)  
Certification of Consistency with the State of Montana's Consolidated Plan is attached.

**D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

**Other information required by HUD is included as attachments to the Annual Plan.**

## Attachments

Use this section to provide any additional attachments referenced in the Plans.

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- A. FY 2001 Capital Fund Program Annual Statement and P&E Reports
- B. FY 2001 Capital Fund Program 5-Year Action Plan
- C. Admissions Policy for Deconcentration
- D. PHA Management Organizational Chart
- E. Public Housing Drug Elimination Program (PHDEP) Plan
- F. Community Service Policy
- G. Pet Policy
- H. 5-Year Plan Mission and Goals Progress Report
- I. Resident Membership of the PHA Governing Board
- J. Membership of the Resident Advisory Board
- K. Comments of the Resident Advisory Board
- L. Resident Survey Follow-up Plan
- M. Certifications (*sent with hard copy only, not sent electronically*)

**Annual Statement /  
Performance and Evaluation Report**  
Part I: Summary  
Comprehensive Grant Program (CGP)

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

<b>HA Name</b> <b>Public Housing Authority of Butte, Montana</b>		<b>Comprehensive Grant Number</b> <b>MT06P00350201</b>		<b>FFY of Grant Approval</b> <b>2001</b>	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number <input type="checkbox"/> Performance and Evaluation Report for Program Year Ending _____					
<input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	\$0			
2	1406 Operations (May not exceed 20% of line 20)	\$13,398			
3	1408 Management Improvements	\$70,289			
4	1410 Administration	\$54,075			
5	1411 Audit	\$0			
6	1415 Liquidated Damages	\$0			
7	1430 Fees and Costs	\$38,500			
8	1440 Site Acquisition	\$0			
9	1450 Site Improvement	\$0			
10	1460 Dwelling Structures	\$371,088			
11	1465.1 Dwelling Equipment - Nonexpendable	\$0			
12	1470 Nondwelling Structures	\$0			
13	1475 Nondwelling Equipment	\$28,000			
14	1485 Demolition	\$0			
15	1490 Replacement Reserve	\$0			
16	1492 Moving to Work Demonstration	\$0			
17	1495.1 Relocation Costs	\$0			
18	1499 Mod Used for Development	\$0			
19	1501 Collateralization for Debt Service	\$0			
20	1502 Contingency (may not exceed 8% of line 20)	\$38,517			
21	Amount of Annual Grant (Sum of lines 2 - 19)	\$613,867			
22	Amount of line 21 Related to LBP Activities	\$0			
23	Amount of line 21 Related to Section 504 Compliance	\$0			
24	Amount of line 21 Related to Security - soft costs	\$0			
25	Amount of line 21 Related to Security - hard costs	\$0			
26	Amount of line 21 Related to Energy Conservation Measures	\$0			
(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.		(2) To be completed for the Performance and Evaluation Report.			
Signature of Executive Director and Date		Signature of Public Housing Director/Office of Native American Programs Administrator and Date			

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## ATTACHMENT C

### Deconcentration Policy

#### **DECONCENTRATION OF POVERTY AND INCOME MIXING**

The PHA's admission policy is designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

**The PHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the PHA's deconcentration efforts.**

The PHA will use the gathered tenant income information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the PHA in its deconcentration goals.

#### **Deconcentration and Income-Mixing Goals**

**Admission policies related to the deconcentration efforts of the PHA do not impose specific quotas. Therefore, the PHA will not set specific quotas, but will strive to achieve deconcentration and income mixing in its developments.**

**The PHA's income-mixing goal is a long-range goal and may not be achieved in the first year of implementation. The PHA will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the PHA.**

#### **Project Designation Methodology**

The PHA will determine and compare tenant incomes at the developments listed in this Chapter.

The PHA will determine and compare the tenant incomes at the developments listed in this Chapter and the incomes of census tracts in which the developments are located.

Upon analyzing its findings the PHA will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

The PHA's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

**Families having lower incomes include very low and extremely low-income families.**

**Skipping of families for deconcentration purposes will be applied uniformly to all families.**

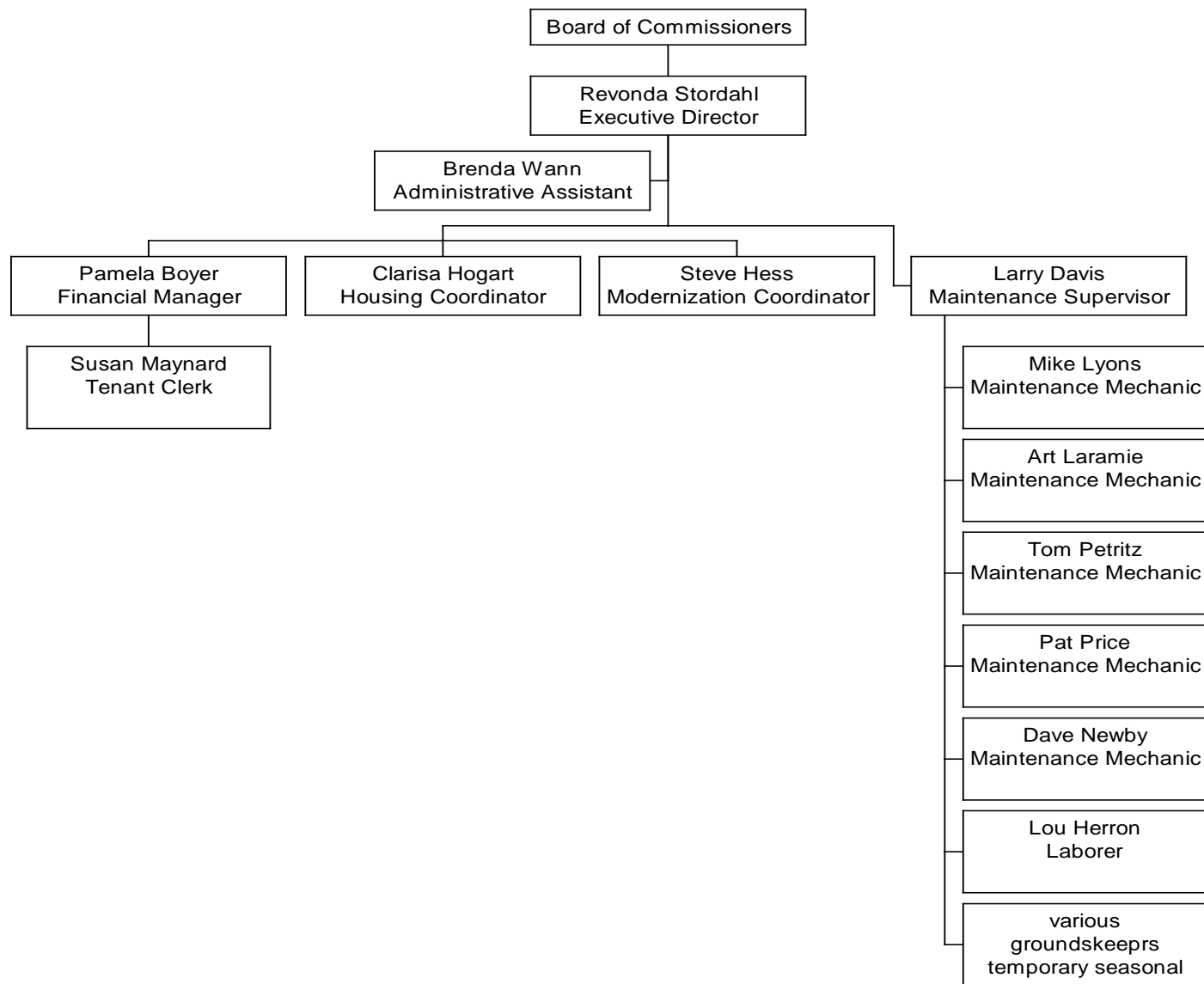
**The PHA will not select families for a particular project if the selection will have a negative effect on the PHA's deconcentration goals. However, if there are insufficient families on the waiting list or transfer list, under no circumstances will a unit remain vacant longer than necessary.**

**The PHA will review the annual resident income of all of its sites and using the incomes of all families in all developments as a baseline, determine the average income of all of its resident families.**

**The PHA will designate higher income developments those with average income above the aggregate average.**

**The PHA will designate lower income developments those with average income below the aggregate average.**





Public Housing Authority of Butte  
COMMUNITY SERVICE POLICY

The Quality Housing and Work Responsibility Act was signed into law in October 1998. One of the requirements contained in the Act for housing authorities is to implement a community service requirement for adult residents of public housing.

Section 512 of the Act states, "Each adult resident of a public housing project shall (A) contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or (B) participate in an economic self-sufficiency program for 8 hours per month."

A review of tenant files will determine who is elderly and who is disabled according to documentation in the tenant's file. If there is no current documentation of an eligible exemption in a tenant's file the tenant will be required to provide documentation of the exemption for which the tenant believes he or she is qualified. If a tenant becomes eligible for an exemption during the lease term the tenant will be required to provide verification and documentation of the exemption.

At the family's annual recertification the housing authority will review and determine the compliance of each individual required to complete 8 hours of community service each month. If the housing authority determines that an individual required to complete 8 hours of community service monthly has not complied with the requirement the housing authority will notify the resident:

- 1) Of such noncompliance
- 2) That the determination of noncompliance is subject to the administrative grievance procedure
- 3) That, unless the resident enters into an agreement with the housing authority to correct the noncompliance, the resident's lease will not be renewed.

The housing authority may not renew or extend any lease, or provide any new lease, for a dwelling unit in public housing for any household that includes an adult member who was subject to the community service work requirement and failed to comply with the requirement.

Every adult resident required to comply with the community service requirement will be required to have a form completed monthly and signed by the supervisor responsible for the community service work in order to verify that the individual has complied with the community service requirement. The forms should be submitted monthly to the main office of the housing authority. At the family's annual recertification the forms will be reviewed to determine compliance with the community service requirement. It is the responsibility of the individual to submit the forms monthly and to ensure that the eight hours per month requirement is met. The housing authority will notify the individuals who are required to comply with the community service requirement but will not remind the individuals monthly about the need to complete the eight hours of community service.

Community service hours may be completed in any location within Silver Bow County as long as the site where the community service will be done is approved by the housing authority in advance of the community service hours being completed. In no case will the community service supplant a regularly paid employee's work, including a public housing authority employee.

Public Housing Authority of Butte  
PET POLICY

1. Purpose – In compliance with Section 526 of the Quality Housing and Work Responsibility Act of 1998, the Public Housing Authority of Butte will permit residents to own and keep common household pets in their apartment or house.

The purpose of the policy is to ensure that pet ownership will not be injurious to persons or property, or violate the rights of all residents to clean, quiet, and safe surroundings.

2. Screening/Registration – Pet owners must complete a Pet Application and Registration form before the pet will be allowed in the apartment or house. If the pet is either a cat or a dog, a current photograph should be attached. Every pet must be registered with the Public Housing Authority of Butte prior to moving the pet into the unit and updated annually thereafter. Registration requires the following:
  - a. A certificate signed by a licensed veterinarian stating that the animal has received all inoculations required by the state and local law.
  - b. Proof of current license, if applicable (cats and dogs).
  - c. Identification tag bearing the owner's name, address, and phone number.
  - d. Proof of neutering/spaying, if applicable (cats and dogs).
  - e. Photograph of pet.
  - f. The name, address, and phone number of a responsible party that will care for the pet if the owner becomes temporarily incapacitated.

3. Permissible Pets –

Only one of the following are allowed in each unit:

- Birds: Including canary, parakeet, finch, and other species that are normally caged; birds of prey are not permitted.
- Fish: Tanks or aquariums are not to exceed 20 gallons in capacity. Poisonous or dangerous fish are not permitted. Only one (1) tank or aquarium is permitted per apartment or house.
- Dogs: Not to exceed twenty (20) pounds at time of maturity. All dogs must be neutered or spayed. Only (1) dog is permitted per apartment or house.
- Cats: All cats must be neutered or spayed. No wild cats are permitted. Only one (1) cat is permitted per apartment or house.
- Caged animals: Only guinea pigs, hamsters, and gerbils are allowed. Only two (2) caged animals are permitted per apartment or house.
- Exotic/unconventional pets such as snakes, reptiles, monkeys, farm animals, etc. are not allowed.

4. Pet Fee – Every resident who decides to have a pet must pay a non-refundable pet fee in the amount of \$200.00 at the time the pet is registered with the housing authority and prior to the pet moving into the apartment or house.

5. Restrictions –

- a. Pets shall not be kept, bred or used for any commercial purpose.
- b. Pets must be confined to the pet owner's apartment or house, must not be allowed to roam free, and may not be tied unattended in any common area.
- c. All dogs must be on a leash when not in the owner's apartment or house. The leash must not be longer than three (3) feet. Cats must be in a caged container or on a leash when taken out of the owner's apartment or house. Birds must be in a cage when inside of the resident's apartment or house or entering or leaving the building.
- d. Persons who walk pets are responsible for immediately cleaning up after their animals, and discarding securely bagged pet droppings into the dumpsters. Cat litter may not be disposed of in toilets. Nor may any pet waste be dropped down trash chutes unless securely bagged.
- e. Doghouses are not allowed on housing authority property. Pet carriers and enclosed kennels may be kept in the apartment or house.
- f. Pet owners will be required to make arrangements for their pets in the event of vacation or hospitalization.
- g. No pet shall be allowed to become a nuisance or create any unreasonable disturbance. Examples of nuisance behavior for the purposes of this paragraph are:
  1. Personal injury or property damage caused by unruly behavior.
  2. Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for ½ hour or more to the disturbance of any person at any time of day or night.
  3. Pets in common areas that are not in complete control of a responsible human companion, and on a short hand-held leash or in a pet carrier.
  4. Animals who relieve themselves on walls or floors of common areas.
  5. Animals who exhibit aggressive or vicious behavior.
  6. Pets who are conspicuously unclean or parasite-infested.

6. Sanitary Standards and Waste Disposal

- a. Litter boxes must be provided for cats with use of odor-reducing chemicals.
- b. Fur-bearing pets must be flea free. Should flea extermination become necessary, cost of such extermination will be charged to the pet owner.
- c. In accordance with City code, pet owners are responsible for immediate removal of the feces of their pet and shall be charged in instances of removal of pet feces by staff and where damages occur to housing authority property due to the pet. More than three (3) such charges during a twelve (12) month period may be cause for pet removal
  1. All pet waste must be placed in a plastic bag and tied securely to reduce odor and placed in designated garbage containers.
  2. Residents with litter boxes must clean them regularly. Noncompliance may result in the removal of the pet. Litter

box garbage shall be placed in a plastic bag and deposited outside the building in the garbage container.

- d. All apartments or houses with pets must be kept free of pet odors and maintained in a clean and sanitary manner. A housekeeping inspection shall be conducted after 30 days of pet moving into the household. If the household fails the housekeeping inspection, which constitutes a failure to care for the pet in an appropriate manner, a notice of violation will be issued and the household will have seven (7) days to correct the deficiencies. Pet owners' apartments or houses may be subject to inspections once a month.
7. Pet Areas: At no time will pets be allowed in any public area such as community space, laundry rooms, sitting rooms, etc. Pets should only be in the lobby when entering or leaving the building.
8. Pet Rule Violation and Pet Removal
  - a. If it is determined on the basis of objective facts that a pet owner has neglected to appropriately care for a pet and has violated a rule governing the pet policy, the Public Housing Authority of Butte shall serve a notice of pet rule violation on the pet owner. Serious or repeated violations may result in pet removal or termination of the pet owner's tenancy, or both.
  - b. If a pet poses a nuisance such as excessive noise, barking, odor, or whining, which disrupts the peace or quality of life of other residents, the owner will permanently remove the pet from the premises upon request of management within forty-eight (48) hours. Nuisance complaints regarding pets are subject to immediate inspections.
  - c. If a pet owner becomes unable either through hospitalization, or illness, to care for the pet and the person so designated to care for the pet in the pet owner's absence refuses or is unable physically to care for the pet, the Public Housing Authority of Butte can officially remove the pet. Animal control will be called to remove the pet. The housing authority accepts no responsibility for pets removed.
9. Rule Enforcement: Violation of these pet rules will prompt a written notice of violation. The pet owner will have seven (7) days to correct the violation. Failure to correct the violation will result in the immediate removal of the pet and/or the termination of the pet owner's tenancy.
10. Visitors and Guests: No visitor or guest will be allowed to bring pets on the premises at anytime. Residents will not be allowed to pet sit, harbor, or house a pet without fully complying with this policy. Feeding or caring for stray animals is prohibited and will be considered keeping a pet without permission.
11. Liability: Residents owning pets shall be liable for the entire amount of all damages to the Public Housing Authority of Butte premises caused by their pet and all cleaning, defleaing, and deodorizing required because of such pet. Pet owners shall be strictly liable for the entire amount of any injury to the

person or property of other residents, staff or visitors of the Public Housing Authority of Butte caused by their pet.

12. Exceptions:
- a. Service animals: This policy does not apply to serviceanimals that are used to assist persons with disabilities. This exclusion applies to service animals that reside in the housing authority complexes, as well as service animals used to assist persons with disabilities that visit the housing authority complexes. Pets used for the purpose of aiding residents with disabilities must have appropriate certification.
  - b. K-9 service animals: Police officers who have an assigned K9 service animal are exempt from this policy.

ACKNOWLEDGEMENT OF RECEIPT

A Public Housing Authority of Butte representative has reviewed the Pet Policy in its entirety and has fully explained the rules and regulations regarding pet ownership.

_____	PHA Representative (printed name)
_____	PHA Representative (signature)
_____	Date
_____	Tenant (printed name)
_____	Tenant (signature)
_____	Tenant Address
_____	Date
_____	Witness (printed name)
_____	Witness (signature)
_____	Date

## **Attachment H**

### **5-Year Plan Mission and Goals Progress Report**

**Goal #1: The Board of Commissioners and the Executive Director will establish a staff development program that will result in increased team spirit, a more professional and knowledgeable staff, and exceptional customer service.**

#### **Objectives:**

- A. The Executive Director will review and revise the organizational structure and job assignments, and communicate the role of each individual. COMPLETED
- B. The Board Finance Committee will review and refine the compensation system to include a formal performance evaluation and reward program. COMPLETED
- C. The Executive Director will develop and document a formal staff orientation and technical training (initial and on-going) program. COMPLETED
- D. The Executive Director will develop and conduct staff team building activities. COMPLETED AND ONGOING
- E. The Board of Commissioners and the Executive Director will identify and provide customer service training to all staff. NOT PLANNED AT THIS TIME

**Goal #2: The Public Housing Authority of Butte will investigate opportunities for new and expanded housing and community development programs designed to meet the specific needs of Butte-Silver Bow and design a plan to achieve programmatic diversification.**

#### **Objectives:**

- A. The Executive Director will develop and distribute a Resident Orientation System designed to acquaint residents with the amenities offered by the Housing Authority and the provisions of the lease. COMPLETED
- B. The Executive Director will develop and submit an application to designate Rosalie Manor as elderly only. COMPLETED AND APPROVED

- C. The Executive Director will investigate the feasibility of beginning a Section 8 Program. This will include investigation of the feasibility of transferring the administration of Section 8 vouchers from the state to the Housing Authority. PHAB HAS 11 SECTION 8 VOUCHERS FROM AN OPT-OUT.
- D. The Modernization Coordinator will collect information regarding the city's CDBG program and present the information to the Board of Commissioners for the Housing Authority. Special attention will be placed on the feasibility of implementing a Rental Rehabilitation Program. BEING RESEARCHED
- E. The Executive Director will collect information regarding the need for and feasibility of providing specific disabled housing and associated resources in addition to what is currently offered. PHAB HAS RECEIVED FUNDING FOR THE SHELTER+CARE PROGRAM TO SERVE THE SERIOUSLY MENTALLY ILL.
- F. The Executive Director will develop and implement a coordinated Public Relations Program in order to improve the image of the Housing Authority locally and throughout the state. IN THE PLANNING STAGE

**Goal #3: The Public Housing Authority of Butte will increase resources to residents, expand opportunities for self-sufficiency, and improve resident satisfaction through improved communication.**

Objectives:

- A. The Housing Coordinator will assess the need for and interest in services designed specifically for seniors to be provided at Rosalie Manor. This will include determining the feasibility of providing access to residents living in other developments. A RESIDENT SURVEY WAS COMPLETED
- B. The Housing Coordinator will conduct an assessment of skills to determine potential job training needs and resident business opportunities. NOT DONE
- C. The Executive Director will establish and enhance linkages with local and state service providers to increase Welfare-to-Work initiatives. ONGOING
- D. The Modernization Coordinator will determine the specific needs for landscaping by development. Concurrently, the Housing Coordinator will develop and implement a beautification award for residents of public housing. NOT DONE



- E. The Executive Director will determine the feasibility of implementing a Homeownership Program for single family homes located throughout the Butte-Silver Bow area. IN THE PLANNING STAGE

**Goal #4: Enhance the attractiveness and marketability of the housing stock and surrounding neighborhoods in order to improve the public image and attract a more stratified group of residents.**

Objectives:

- A. The Modernization Coordinator will establish priorities for modernization at Silver Bow Homes and develop a plan for reconfiguration as applicable. NOT DONE
- B. The Modernization Coordinator will review and revise the Capital Plan to include efforts to enhance the marketability and services support at all properties. ONGOING
- C. The Modernization Coordinator will identify any physical changes required at Rosalie Manor as a result of elderly-only designation and increased services. BEING REVIEWED
- D. The Maintenance Supervisor will develop and implement a Preventative Maintenance and Landscaping Plan to improve the marketability of all developments. NOT DONE
- E. The Board and Executive Director will develop a specific campaign to enhance the marketability of properties and the image of the housing authority as a whole. PLANNED FOR 2001

**Goal #5: Investigate and evaluate the feasibility of redevelopment alternatives and development opportunities and quantify sources of funding. Identify required professional support.**

Objectives:

- A. The Board will establish a Development Subcommittee to manage and solicit input for the related planning process. COMPLETED
- B. The Executive Director will investigate the feasibility of developing and submitting an application for funding under HOPE VI for the partial demolition of Silver Bow Homes. NOT DONE
- C. The Executive Director and Board will enhance city, community, and state relationships to improve relations so that additional development can be accomplished. ONGOING

- D. The Executive Director will develop an Initial Redevelopment Plan to include all properties managed by the Housing Authority of Butte, Montana. BEING REVIEWED

Attachment I

Resident Membership of the PHA Governing Board

Resident

Address

Mae O'Donnell                      1906 Silver Bow Homes, Butte, MT 59701

Appointed by city's Chief Executive

Term: appointed 10/1/99 for 2 years, term expires 10/2001

Attachment J

Membership of the Resident Advisory Board

NAME	ADDRESS
Lyle Adams	1125 S. Main Street, Apt. 406, Butte, MT
David Panchot	50 W. Broadway, Apt. 303, Butte, MT
Sherrie Sanders	1606 Elm Street, Butte, MT
Peggy Falcon	1308 Silver Bow Homes, Butte, MT

## Attachment K

### Comments of the Resident Advisory Board

The Resident Advisory Board met on January 26, 2001 to discuss the FY 2001 Annual Plan.

In attendance were:

Revonda Stordahl, Public Housing Authority of Butte Executive Director  
Brenda Wann, Public Housing Authority of Butte Administrative Assistant  
Lyle Adams – resident  
David Panchot – resident  
Sherrie Sanders – resident  
Peggy Falcon – resident

The following were the comments/suggestions of the Resident Advisory Board:

- Make applications for public housing available at the Rosalie Manor and the Leggat for people to pick up with the understanding that the applications would have to be returned to the main office of the housing authority at Silver Bow Homes.
- Change the name of Silver Bow Homes in order to change its perception and reputation in the community.
- Consider doing selective demolition at Silver Bow Homes in order to create more open space and perhaps more parking.
- Think about changing the color of the buildings at Silver Bow Homes to make it look less like public housing.
- Flat rents should be available for people when they move in so that more working families would apply.
- Consider allowing a medical deduction for families with children.
- Do something about the safety of children especially on the playground. Have parents be playground monitors.
- Consider purchasing the property on the east side of Silver Bow Homes and turn it into a playground area or a baseball diamond or a volleyball lot.
- Have maintenance change where they plow snow so that the children can sled in an area without sledding towards the swings.
- For the PHDEP grant – consider increasing the lighting at Silver Bow Homes in the parking areas and at Rosalie Manor in the parking lot. More lighting is needed behind the Leggat in the alley. Additional surveillance cameras are needed on each floor of the Rosalie Manor and the Leggat. Offer a tobacco cessation class for all housing authority residents.
- Put fencing on Ohio Street (east side of Silver Bow Homes) to match the fencing that was put on the west side of the complex.
- Consider having assigned parking spots at Elm Street and at Rosalie Manor.
- Consider putting plug ins at all properties except for the Leggat.
- Expand the voluntary tenant patrol to the Leggat and the Rosalie Manor.

## Attachment L

### Resident Survey Follow-up Plan

REAC notified the Public Housing Authority of Butte in August of the results of the resident survey. Two areas required a follow-up plan: safety and neighborhood appearance.

The following are steps the Public Housing Authority of Butte have taken or plan to take to remedy the problems in the two areas.

#### Safety

- Increase lighting in common areas and parking lots– the common area lighting has been completed using comprehensive grant funds. The lighting in the parking lots is planned using PHDEP funds.
- Voluntary Resident Patrol – has begun working and will patrol Silver Bow Homes and eventually the other 3 communities. The resident patrol will report any criminal activity and will notify management of any safety concerns they notice while patrolling.
- Resident screening – background checks are done on all applicants through the local police department, and if necessary, the State of Montana and the FBI.

#### Neighborhood Appearance

- Added lighting to playground areas using comprehensive grant funds.
- Abandoned cars are tagged but the city does not have a place to tow them until the city conducts an auction.
- Broken glass – the Voluntary Resident Patrol will note any maintenance concerns in the common areas and the maintenance staff will be scheduled to remedy the situation.
- The housing authority police officer follows up on noise complaints. If the problem persists then the resident is sent an eviction notice.
- Trash/litter – the housing authority eliminated the hedges around the perimeter of Silver Bow Homes and replaced the hedges with 2-rail vinyl fencing. The hedges collected trash and made the housing complex look bad as people drove by the property. The Housing Coordinator walks all of the grounds on a regular basis and sends notices to tenants whose yards need to be cleaned.

# Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

## Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

## Section 1: General Information/History

**A. Amount of PHDEP Grant \$87,466**

**B. Eligibility type (Indicate with an x)** N1 \_\_\_\_\_ N2 XX R \_\_\_\_\_

**C. FFY in which funding is requested** \_\_\_\_\_

### **D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Public Housing Authority of Butte is proposing to use Public Housing Drug Elimination funds to reduce drug related criminal activity within the housing authority's four largest housing communities. Planned activities include: physical improvements to make housing communities safer; continuation of contracted services with Butte-Silver Bow Chemical Dependency Services for drug intervention and treatment; continued increased police presence at all sites above baseline police services; provision for youth that focus on drug prevention and education; and the continuation of resident patrols.

### **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Silver Bow Homes	213	450
Leggat Apartments	30	31
Rosalie Manor	66	68
Elm Street Apartments	35	61

### **F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

**6 Months** \_\_\_\_\_ **12 Months** XX **18 Months** \_\_\_\_\_ **24 Months** \_\_\_\_\_ **Other** \_\_\_\_\_

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 2000	81603	MT06DEP0030100		N/A	12/02
FY 1996					
FY 1997					
FY1998					
FY 1999 XX	78299	MT06DEP0030199			12/01

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Public Housing Authority of Butte is proposing to use Public Housing Drug Elimination funds to reduce drug related criminal activity within the housing authority’s four largest housing communities. Planned activities include contracting services for drug intervention/prevention and a drug counselor; physical improvements such as increased outdoor lighting at the two largest complexes; continuing the volunteer resident patrol; drug education for youth; activities for youth that provide alternatives to drug related activities; and continuing expanded police presence above baseline services. Most of the activities will take place at the housing authority’s largest site, Silver Bow Homes, which consists of 213 units and 450 residents. The other communities covered by this grant include the Elm Street complex, Rosalie Manor, and the Leggat Apartments. Drug Elimination activities will be offered to all 610 residents of the housing authority.

### B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	24960
9120 – Security Personnel	
9130 – Employment of Investigators	
9140 – Voluntary Tenant Patrol	5050
9150 – Physical Improvements	8200
9160 - Drug Prevention	23643
9170 - Drug Intervention	4097
9180 - Drug Treatment	4196
9190 - Other Program Costs	17320
<b>TOTAL PHDEP FUNDING</b>	<b>87466</b>



## C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 ñ Reimbursement of Law Enforcement					Total PHDEP Funding: \$24,960		
Goal(s)	To continue increased security at all housing authority communities.						
Objectives	To continue an increased police presence at all housing communities above baseline services.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount/ Source)	Performance Indicators
1. Expanded police presence 6 hours/night, 4 nights/week (above baseline services)			1/1/02	12/31/02	24960	0	Reduction in the number of police calls during the extra shifts.
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$5,050		
Goal(s)	To increase tenant safety at all housing authority communities.						
Objectives	To decrease police calls by 5% over current year by patrolling all housing authority complexes in cooperation with local law enforcement.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Training	3	Two members of tenant patrol	1/1/02	12/31/02	3450	0	Increased knowledge of tenant patrols and crime prevention in public housing.
2. Cell phone	610	All PHA residents	1/1/02	12/31/02	400	0	Decrease in police calls while the tenant patrol is on duty.
3. Jackets	610	All PHA residents	1/1/02	12/31/02	300	0	Identify tenant patrol members while on duty.
4. Supplies	610	All PHA residents	1/1/02	12/31/02	700	0	N/A

<b>9150 ñ Physical Improvements</b>						<b>Total PHDEP Funding: \$8,200</b>	
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Goal(s)	To increase the safety of tenants living in public housing.						
Objectives	Increase outside lighting and video monitoring to deter crime at night in housing authority complexes.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Additional outside lighting			1/1/02	12/31/02	7500	0	Decrease in criminal activity during nighttime hours.
2. Video tapes for cameras			1/1/02	12/31/02	700	0	Decrease in criminal activity in complex common areas.
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$23,643		
Goal(s)	To increase tenant’s awareness of the negative aspects of drug and alcohol abuse.						
Objectives	Provide drug prevention activities to all adults and children living in public housing with an average of 25 participants per month.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Transportation for field trips for youth	300	Youth in public housing ages 6-18	1/1/02	12/31/02	3743	0	Transport 25 youth per month on field trips.
2.Field trips for youth	300	Youth in public housing ages 6-18	1/1/02	12/31/02	3000	0	Increase alternatives to drug and criminal activities for youth
3. Prevention Specialist to teach classes	300	All residents	1/1/02	12/31/02	600	0	Classes presented to 25 residents per month for drug prevention
4. Childcare	610	All residents	1/1/02	12/31/02	7200	0	Provide childcare to residents attending classes and on tenant patrol duty.
5. Recreational equipment	250	Youth in public housing ages 1-18	1/1/02	12/31/02	1500	0	Provide opportunities for children to play in a safe environment.
6. Supplies	610	All residents	1/1/02	12/31/02	1000	0	N/A
7. Computer Laboratory	610	All residents	1/1/02	12/31/02	5000	0	Create a computer lab using 5 computers to increase opportunities for residents to enhance job skills and learning.
8. Printer	610	All residents	1/1/02	12/31/02	1000	0	For computer lab.
9. Supplies for computer lab	610	All residents	1/1/02	12/31/02	600	0	Purchase educational and job search software.

9170 - Drug Intervention		Total PHDEP Funding: \$4,097
Goal(s)	To decrease drug and alcohol use by public housing residents.	

Objectives	Provide drug-counseling services to an average of 2 tenants per month.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Contracted services with Butte-Silver Bow Chemical Dependency Services	24	All Residents	1/1/02	12/31/02	4097	0	Decrease drug and alcohol use in public housing communities and decrease the number of evictions for drug and alcohol abuse.
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$4,196		
Goal(s)	To decrease drug related problems on public housing properties.						
Objectives	Provide drug treatment services to an average of 2 tenants per month.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Contracted services with Butte-Silver Bow Chemical Dependency Services	24	All Residents	1/1/02	12/31/01	4196	0	Decrease the use of drugs and alcohol by public housing residents and decrease the number of evictions for drug and alcohol abuse.
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$17,320		
Goal(s)	To reduce chemical dependency and related problems among public housing residents.						
Objectives	Work with youth and adults to help them gain awareness to addictions and give them alternatives.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Youth program assistant			1/1/02	12/31/02	9000	0	Work with at risk youth to give them alternatives to drug and alcohol abuse.
2. Computer lab tech			1/1/02	12/31/02	8320	0	Assist adults and children living in public housing with computer activities.
3.							

### **Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

<b>Budget Line Item #</b>	<b>25% Expenditure of Total Grant Funds By Activity #</b>	<b>Total PHDEP Funding Expended (sum of the activities)</b>	<b>50% Obligation of Total Grant Funds by Activity #</b>	<b>Total PHDEP Funding Obligated (sum of the activities)</b>
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	<i>Activity 1</i>	\$24,960	<i>Activity 1</i>	\$24,960
9120				
9130				
9140	<i>Activities 1,2,3 &amp; 4</i>	\$ 5,050	<i>Activities 1,2,3 &amp; 4</i>	\$ 5,050
9150	<i>Activities 1 &amp; 2</i>	\$ 8,200	<i>Activities 1 &amp; 2</i>	\$ 8,200
9160	<i>Activities 1,2,3,4,5,6,7,8 &amp; 9</i>	\$23,643	<i>Activities 1,2,3,4,5,6,7,8 &amp; 9</i>	\$23,643
9170	<i>Activity 1</i>	\$ 4,097	<i>Activity 1</i>	\$ 4,097
9180	<i>Activity 1</i>	\$ 4,196	<i>Activity 1</i>	\$ 4,196
9190	<i>Activities 1 &amp; 2</i>	\$17,320	<i>Activities 1 &amp; 2</i>	\$17,320
<b>TOTAL</b>		\$87,466		\$87,466

#### **Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

26	Amount of Line 21 Related to Energy Conservation Measures	\$0	\$0	\$0	\$0
Signature of Executive Director & Date:			Signature of Public Housing Director/Office of Native American Programs Administrator		

Annual Statement /Performance and Evaluation Report

Capital Fund Program and Capital Fund Program **Part I: Summary**

Replacement Housing Factor (CFP/CFPRHF)

HA Name Public Housing Authority of Butte

Grant Type & Number

Capital Fund Program

Replacement Housing Factor

U.S. Department of Housing

and Urban Development

Office of Public and Indian Housing

Grant Number:

MT06P003706-98

Grant No.

FFY of Grant Approval:

1998

Original Annual Statement Reserve for Disasters Revised Annual Statement/Revision X Performance and Evaluation Report for Program Year  
Final Performance and Evaluation Report December 2000

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	\$0	\$0	\$0	\$0
2	1406 Operations	\$0	\$0	\$0	\$0
3	1408 Management Improvements	\$71,500	\$78,250	\$71,750	\$71,750
4	1410 Administration	\$51,000	\$50,408	\$50,152	\$50,152
5	1411 Audit	\$0	\$0	\$0	\$0
6	1415 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$43,750	\$34,641	\$34,641	\$34,641
8	1440 Site Acquisition	\$0	\$0	\$0	\$0
9	1450 Site Improvement	\$0	\$0	\$0	\$0
10	1460 Dwelling Structures	\$369,943	\$373,168	\$327,859	\$327,859
11	1465.1 Dwelling Equipment-Nonexpendable	\$0	\$0	\$0	\$0
12	1470 Nondwelling Structures	\$9,455	\$8,975	\$0	\$0
13	1475 Nondwelling Equipment	\$5,000	\$5,206	\$5,206	\$5,206
14	1485 Demolition	\$0	\$0	\$0	\$0
15	1490 Replacement Reserve	\$0	\$0	\$0	\$0
16	1492 Moving to Work Demonstration	\$0	\$0	\$0	\$0
17	1495.1 Relocation Costs	\$0	\$0	\$0	\$0
18	1499 Development Activities	\$0	\$0	\$0	\$0
19	1501 Collateralization or Debt Service	\$0	\$0	\$0	\$0
20	1502 Contingency	\$3,943	\$0	\$0	\$0
21	Amount of Annual Grant: (sum of lines 2-20)	\$550,648	\$550,648	\$489,608	\$489,608

22	Amount of Line 21 Related to LBP Activities	\$0	\$0	\$0	\$0
23	Amount of Line 21 Related to Section 504 Compliance	\$69,455	\$56,654	\$0	\$0
24	Amount of Line 21 Related to Security - Soft Costs	\$55,000	\$63,545	\$63,545	\$63,545
25	Amount of Line 21 Related to Security - Hard Costs		\$0	\$0	\$0
26	Amount of Line 21 Related to Energy Conservation Measures	\$275,250	\$283,139	\$283,139	\$282,247

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator

Annual Statement /Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program **Part I: Summary**  
Replacement Housing Factor (CFP/CFPRHF)

**U.S. Department of Housing  
and Urban Development**

Office of Public and Indian Housing

HA Name:	Grant Type & Number	Grant Number:	FFY of Grant Approval:
Public Housing Authority of Butte	Capital Fund Program Replacement Housing Factor	MT06P003705-98 Grant No.	1998

Original Annual Statement	Reserve for Disasters	Revised Annual Statement/Revision	X Performance and Evaluation Report for Program Year
Final Performance and Evaluation Report			December 2000

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	\$0	\$0	\$0	\$0
2	1406 Operations	\$69,889	\$65,186	\$65,186	\$40,192
3	1408 Management Improvements	\$79,471	\$79,471	\$79,471	\$79,471
4	1410 Administration	\$57,749	\$57,749	\$57,749	\$57,749
5	1411 Audit	\$0	\$0	\$0	\$0
6	1415 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$12,180	\$12,180	\$12,180	\$12,180
8	1440 Site Acquisition	\$6,118	\$6,160	\$6,160	\$6,160
9	1450 Site Improvement	\$61,463	\$61,463	\$61,463	\$60,153
10	1460 Dwelling Structures	\$354,022	\$358,683	\$358,683	\$358,683
11	1465.1 Dwelling Equipment-Nonexpendable	\$0	\$0	\$0	\$0
12	1470 Nondwelling Structures	\$58,000	\$58,000	\$58,000	\$58,000
13	1475 Nondwelling Equipment	\$0	\$0	\$0	\$0
14	1485 Demolition	\$0	\$0	\$0	\$0
15	1490 Replacement Reserve	\$0	\$0	\$0	\$0
16	1492 Moving to Work Demonstration	\$0	\$0	\$0	\$0
17	1495.1 Relocation Costs	\$0	\$0	\$0	\$0
18	1499 Development Activities	\$0	\$0	\$0	\$0

19	1501 Collateralization or Debt Service	\$0	\$0	\$0	\$0
20	1502 Contingency	\$0	\$0	\$0	\$0
21	<b>Amount of Annual Grant: (sum of lines 2-20)</b>	<b>\$698,892</b>	<b>\$698,892</b>	<b>\$698,892</b>	<b>\$672,588</b>
22	Amount of Line 21 Related to LBP Activities	\$0	\$0	\$0	\$0
23	Amount of Line 21 Related to Section 504 Compliance	\$0	\$0	\$0	\$0
24	Amount of Line 21 Related to Security - Soft Costs	\$0	\$0	\$0	\$0
25	Amount of Line 21 Related to Security - Hard Costs	\$93,023	\$93,023	\$93,023	\$93,023
26	Amount of Line 21 Related to Energy Conservation Measures	\$0	\$0	\$0	\$0

Signature of Executive Director & Date:	Signature of Public Housing Director/Office of Native American Programs Administrator
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Year Ending

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r & Date

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA Wide Manage Improvemts	A. FFS Coord. Salary	1408	Lump Sum	\$24,594		\$24,594	\$24,594	Completed
	B. Res. Initiatives Salary	1408	Lump Sum	\$38,599		\$38,599	\$38,599	Completed
	C. Staff Training	1408	Lump Sum	\$16,278		\$16,278	\$16,278	Completed
	<b>SUBTOTAL</b>			<b>\$79,471</b>		<b>\$79,471</b>	<b>\$79,471</b>	
PHA Wide Admin Costs	A. Comp Grant Coord. Salary	1410	Lump Sum	\$57,089		\$57,089	\$57,089	Completed
	B. Admin. Costs/Advertising	1410	Lump Sum	\$660		\$660	\$660	Completed
	<b>SUBTOTAL</b>			<b>@SUBTOTAL</b>		<b>\$57,749</b>	<b>\$57,749</b>	
PHA Wide Fees & Cost	A. A & E Costs	1430	Lump Sum	\$12,180		\$12,180	\$12,180	Completed
	<b>SUBTOTAL</b>			<b>@SUBTOTAL</b>		<b>\$12,180</b>	<b>\$12,180</b>	
PHA Wide Site Acquisition	Purchase Land	1440	Lump Sum	\$6,160		\$6,160	\$6,160	Completed
	<b>SUBTOTAL</b>			<b>\$6,160</b>		<b>\$6,160</b>	<b>\$6,160</b>	
	<b>PAGE SUBTOTAL</b>			<b>\$155,560</b>		<b>\$155,560</b>	<b>\$155,560</b>	
Signature of Executive Director & Date:				#REF!	Signature of Public Housing Director/Office of Native American Programs Administrator &			
				#REF!				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Stat

form HUD-52837 (10/96)

(2) To be completed for the Performance and Evaluation Report.

ref Handbook 7485.3































